



## **NEIGHBORHOOD EMPOWERMENT ZONE**

### **Application Submittal Requirements**

#### **What you need:**

- ☐ Completed application signed by the property owner
- ☐ \$25.00 application fee (Non-refundable)
- ☐ Proof of ownership, such as a warranty deed, purchase agreement signed by both the seller and the buyer, affidavit of ownership, probated will or evidence of site control such as option to buy. (Contracts for Deed are not eligible for the NEZ program)  
*\*If property is owned by a corporation, corporation papers noting all principles, partners and agents is required*
- ☐ A list of all properties owned in the City of Fort Worth if there are multiple properties owned
- ☐ One set of construction plans no bigger than 11x17 that includes a site plan, floor plan (existing and proposed if applicable) and elevations drawings for each side (North, South, East & West) *\*This set of plans will be retained for the Neighborhood Empowerment Zone Program only – Not for building permit submittal.*
- ☐ Itemized construction budget for the project including site work; demolition; suite finish outs; and any accessory structures such as fences, detached garages and outbuildings, etc.

#### **How it Works:**

- You will bring your application and supporting documentation to our office located in the Lower Level of Planning & Development at 200 Texas St; Fort Worth, Texas 76102.
- Our Customer Service clerk will generate an NEZ case for you and collect your payment and send you to obtain approval from our Zoning Department.
- Once zoning approval is received, you will return to the Customer Service area and drop of your completed application packet. NEZ Certification reviews can take up to 30 days for completion.
- Once your application packet is dropped off, our staff will begin the certification process by researching the properties owned in Fort Worth for back taxes and liens.
- Once research is complete, your application will be sent to all neighborhood associations within 300' of the project for approval.
- Once neighborhood association approval is received, your application will be sent to your council member for final approval.
- Once Council approval has been received, our staff will contact you to provide your NEZ certification letter.

For more information about the NEZ Program, please contact our office at  
(817)392-2222 or [NEZ.DevNezProgram@fortworthtexas.gov](mailto:NEZ.DevNezProgram@fortworthtexas.gov).

For information about Tax Abatements, please contact the City of Fort Worth Neighborhood Services Department at (817) 392-7316 or by visiting <http://fortworthtexas.gov/neighborhoods/NEZ/>